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NASA Procedural Requirements

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Request Notification of Change

 (NASA Only)**Subject: The NASA Organization w/Change 15****Responsible Office: Associate Administrator**[| TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#)
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Chapter 6: Charters for NASA Councils, Committees, Boards, and Panels

6.1 NASA Charters

6.1.1 Charters establish councils, committees, boards, and panels mandated by regulation, statute, the NASA Administrator, or Officials-in-Charge of Headquarters Offices. To the extent that a group is established by law, directive, or other authority, the charter cites specific authority. Council, committee, board, and panel chairs shall ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings.

6.1.2 The charters for NASA's governing councils will be the only charters maintained in this directive. All other Agency-level advisory charters required by regulation, statute, or program control, or directed by the Administrator will be housed in the NASA Online Directives Information System (NODIS) library. All Agency-level sub-councils, committees, boards, and panels are to report to one of the governance council Chairs.

6.1.3 A list of the Federal Advisory Committee Act (FACA) Committees will be maintained in this directive. The charters for these committees will be maintained by the NASA Advisory Committee Management Officer, Office of International and Interagency Relations.

6.2 Federal Advisory Committee Act (FACA) Committees.

In 1972, the Federal Advisory Committee Act (FACA) (5 U.S.C. App., as amended) was enacted by Congress. FACA sets strict Government-wide requirements for the establishment, operation, oversight, and termination of any group established by the Government for the purpose of providing advice to the Government, which includes any non-Government employees in its membership.

NASA currently has six FACA advisory committees. The charters for NASA's advisory committees are maintained and renewed in accordance with the procedures stipulated in the FACA statute and regulations, 41 CFR, Parts 101-6 and 102-3, Federal Advisory Committee Management; Final Rule.

FACA requires an Advisory Committee Management Officer (ACMO) at each Executive Branch agency to provide management oversight of its respective advisory committees, ensure agency compliance with FACA provisions, and administer the chartering process. Government-wide oversight of FACA committees is provided by the U.S. General Services Administration (GSA). The charters for FACA committees automatically expire after a two-year period unless renewed by the sponsoring agency

NASA's own policies and procedures for its Federal advisory committees are documented in NPD 1150.11, Federal Advisory Committee Act Committees, with the Office of International and Interagency Relations serving as the responsible office. The six NASA-chartered FACA committees are shown below, along with their GSA numbers:

Committee	GSA No.	Responsible Office
Aerospace Safety Advisory Panel(ASAP)	136	Office of International and Interagency Relations
NASA Advisory Council (NAC)	1071	Office of International and Interagency Relations
International Space Station (ISS) Advisory Committee	27808	Office of International and Interagency Relations
National Space-Based Positioning Navigation and Timing (PNT) Advisory Board	29124	Human Exploration and Operations Mission Directorate
International Space Station (ISS) National Laboratory Advisory Committee (INLAC)	70424	Human Exploration and Operations Mission Directorate
Applied Sciences Advisory Committee (ASAC)	80519	Science Mission Directorate

NASA FACA compliance, management oversight, and committee staff support are the responsibility of the Advisory Committee Management Division, Office of International and Interagency Relations, NASA Headquarters.

6.3 Executive Council Charter.

6.3.1 PURPOSE. The Executive Council (EC) serves as the Agency's senior decision-making body and advises the Administrator on any topic at the Administrator's discretion.

6.3.2 APPLICABILITY/SCOPE.

The scope and authority of the EC encompasses all activities conducted by NASA. Specifically, EC decision thresholds are based on the Administrator's preference and Section 6.7 [Decision Thresholds of NASA's Governing Councils](#). Such thresholds trigger the consideration of issues from the other Agency Councils to the EC, as well as agenda topics requested by EC members. NASA leaders are responsible to the EC for implementation of decisions made within this scope and authority.

6.3.3 AUTHORITY.

51 U.S.C. §20113, The National Aeronautics and Space Act, as amended.

6.3.4 GOVERNING COUNCIL AFFILIATION.

The EC is the Agency's senior decision-making body and highest governing council.

6.3.5 FUNCTIONS.

6.3.5.1 Scope of Decisions.

The EC addresses decisions of significant strategic direction and financial impact as defined in Section 6.7 [Decision Thresholds of NASA's Governing Councils](#). The EC also addresses any other issues at the discretion of the Administrator.

6.3.5.2 Appeal of Decisions.

The EC decisions are final. Appeals should be rare and based on extraordinary circumstances, such as significant underlying facts have changed since an issue was considered by the EC in the decision process. Appeals should be directed to the Director, Office of Agency Council Staff (OACS) with a concise description of the circumstances. The

Director, OACS will confer with the EC Chair and Chief of Staff to determine whether the circumstances warrant EC reconsideration. If an appealed decision is not reconsidered, the individual may use the Dissenting Opinion Process, as described in Section 3.4.2.2.3 of the Governance and Strategic Management Handbook, NPD 1000.0A, to raise issues of significance warranting review by the EC. The Chief of Staff will confer with the EC Chair and determine whether the issue warrants EC consideration of the appeal.

6.3.5.3 Joint Operations with Other Councils.

The EC Chair retains the discretion to expand the membership or attendance at any EC meeting for any particular matter. This could include members or Chairs of other Councils, as a whole or individually, as well as any other individuals the EC Chair deems necessary to include in the EC deliberations.

6.3.5.4 Subordinate Bodies.

All other Councils are subordinate to the EC.

6.3.5.5 EC Executive and Staff Support.

The NASA Chief of Staff selects an Director, OACS to manage the activities of the NASA Governing Councils. The Director, in consultation with the EC Chair and Chief of Staff facilitates EC meetings and appropriate EC content. The Director is supported by OACS staff, reporting to the Director.

6.3.6. MEMBERSHIP.

The EC Chair may invite non-EC members to attend EC meetings.

6.3.6.1 EC Members.

The following officials serve as EC members and attend all EC meetings:

- a. Administrator (Chair).
- b. Deputy Administrator.
- c. Associate Administrator.
- d. Chief Financial Officer.
- e. Chief Scientist.
- f. Chief Technologist.
- g. Deputy Associate Administrator.
- h. Chief of Staff (convener).

6.3.7 MEETINGS.

The EC meets as needed, typically once a week, with the agenda coordinated by the Director, in consultation with the EC Chair and Chief of Staff.

6.3.8 DURATION.

The EC will remain in existence indefinitely.

6.3.9 ASSESSMENT.

The EC shall perform routine assessments of the effectiveness of the Council in achieving objectives set forth in this Charter; typically every two years. To determine effectiveness, the EC Chair will evaluate the following:

- a. Decision-making focus of the Council the Director will track the number of Agenda items (decisional versus non-decisional) and provide a report at least annually to the EC Chair and Members as to the effectiveness of the Council in focusing on decision-making during meetings.
- b. Inclusiveness of the decision-making process the Director will request feedback from Members at least annually to enable the compiling of a report to the EC Chair and EC Members as to the effectiveness of the decision-making process in ensuring appropriate inclusiveness is sought for decisions.

6.3.10 RECORDS.

The Director is responsible for appropriate maintenance of EC records, including this charter. The staff will publish the decisions of each meeting in the form of signed decision memorandums.

6.4 Mission Support Council Charter.

6.4.1 PURPOSE. The Mission Support Council (MSC) serves as the Agency's senior decision-making body regarding the integrated Agency mission support portfolio. The council members are advisors to the Deputy Associate Administrator, as the MSC Chair and decision authority. The MSC assesses and determines mission support requirements to enable the successful accomplishment of the Agency's Mission.

6.4.2 APPLICABILITY/SCOPE.

The scope and authority of the MSC encompasses all mission support activities conducted by NASA. This includes facilities, workforce, information technology (IT), infrastructure, technical capabilities, and associated investments and divestments, regardless of funding source. It further includes all mission support policy areas. The MSC makes decisions on mission support issues that require a high degree of integration, are highly visible, or require a higher authority than that granted to line organizations. Thresholds triggering escalation of issues from the line organization to the MSC, and from the MSC to the Executive Council (EC) are defined in Section 6.7, [Decision Thresholds of NASA's Governing Councils](#). NASA line managers are responsible to the MSC for implementation of decisions made within this scope and authority.

6.4.3 AUTHORITY.

51 U.S.C. §20113, The National Aeronautics and Space Act, as amended.

6.4.4 GOVERNING COUNCIL AFFILIATION.

Executive Council.

6.4.5 FUNCTIONS.

6.4.5.1 Within MSC thresholds defined in Section 6.7, specific MSC activities include:

- a. Making recommendations to the EC on decisions with a high reputational, political, or safety risk.
- b. Making decisions on facilities, workforce and IT components required to implement an Agency integrated strategy.
- c. Approving certain facilities and technical capability investments or divestments.
- d. Approving individual investments within the Agency's Capital Investment Program Plans, and Facility Master Plans.
- e. Reviewing IT strategy, enterprise architecture, and IT policy changes.
- f. Approving certain system investments or divestments.
- g. Conducting execution reviews of underperforming mission support projects and making decisions on appropriate disposition.
- h. Establishing mission support priorities and providing strategic direction for the formulation of mission support budgets.
- i. Overseeing the Agency Statement of Assurance process and identifying deficiencies, reviewing corrective action plans, and evaluating progress against those plans.

6.4.5.2 Appeal of decisions.

Decisions are final, within the scope of the MSC Chair's authority. Appeals should be rare and based on extraordinary circumstances, such as omission of important facts from consideration by the MSC in the decision process, rather than on a disagreement with a particular outcome. Appeals should be directed to the MSC Executive with a concise description of the circumstances. The MSC Executive will confer with the MSC Chair to determine whether the circumstances warrant MSC reconsideration. If an appealed decision is not reconsidered, the individual may use the Dissenting Opinion Process, as described in Section 3.4.1.2.3 of NPD1000.0, Governance and Strategic Management Handbook, to raise issues of significance warranting review by the EC. The Chief of Staff will confer with the Chair of the EC and determine whether the issue warrants EC consideration of the appeal.

6.4.5.3 Joint Operations with Agency Program Management Council (APMC).

Due to the highly integrated nature of the Agency mission and mission support activities, integrated MSC/APMC meetings will be held as determined by the Council Chairs to address issues of concern to both Councils. In such cases, the Chairs of the MSC and APMC shall jointly convene their Councils and make decisions within the scope of their respective authorities. In some cases, the outcome of the joint MSC/APMC meeting may be a joint recommendation to the EC.

6.4.5.4 Subordinate bodies.

The MSC Chair may create sub-groups as necessary to conduct the business of the council. These organizations

will convene, deliberate, report, and disband under direction provided by the MSC Chair.

6.4.5.5 MSC Executive and staff support.

The NASA Chief of Staff, in consultation with the EC, appoints the Director, Office Agency Council Staff (OACS) to manage the activities of the NASA Governing Councils. The Director, in consultation with the MSC Chair, will appoint an MSC Executive to facilitate MSC appropriate content. The Director and MSC Executive are supported by staff support from OACS, reporting to the Director.

6.4.6. MEMBERSHIP. Membership in the MSC will be as either a core MSC member or an extended MSC member. The MSC Chair may invite non-MSC members to attend MSC meetings as required.

6.4.6.1 Core MSC members.

The following officials serve as MSC core members and attend all MSC meetings:

- a. Deputy Associate Administrator (Chair).
- b. Associate Administrator.
- c. Associate Administrator for Mission Support.
- d. Chief Financial Officer.
- e. Chief Information Officer.
- f. Chief, Safety and Mission Assurance.

6.4.6.2 Extended MSC members.

Senior Management Council (SMC) members form the extended MSC. SMC Members attend and participate in MSC meetings as is determined necessary and appropriate by the MSC Chair. To make most efficient use of extended MSC members' time and to enable effective decision making, such participation will be determined based on agenda topics and may be accomplished virtually to minimize travel requirements.

6.4.7 MEETINGS.

The council meets as needed, but at least once a month, and the agenda will be coordinated by the MSC Executive in consultation with the MSC Chair.

6.4.8 DURATION.

The council will remain in existence indefinitely.

6.4.9 ASSESSMENT.

The MSC shall perform routine assessments of the effectiveness of the Council in achieving objectives set forth in this Charter. To determine effectiveness, the MSC Chair will evaluate the following:

- a. Decision-making focus of the Council the MSC Executive will track the number of Agenda items and time spent on items that are decisional versus those that are non-decisional and provide a report at least annually to the MSC Chair and core Members as to the effectiveness of the Council in focusing on decision making during meetings.
- b. Inclusiveness of the decision-making process the MSC Executive will request feedback from all extended MSC Members at least annually to enable the compiling of a report to the MSC Chair and core MSC Members as to the effectiveness of the decision-making process in ensuring appropriate inclusiveness is sought for decisions.

6.4.10 RECORDS.

The MSC Executive is responsible for appropriate maintenance of council records, including this charter. The staff will publish the decisions of each meeting.

6.5 Agency Program Management Council Charter.

6.5.1 PURPOSE. The Agency Program Management Council (APMC) serves as the Agency's senior decision-making body regarding the integrated Agency mission portfolio. The APMC baselines and assesses performance of NASA projects, programs, mission directorate portfolios, and the integrated Agency portfolio to ensure successful outcomes supporting achievement of NASA strategic goals.

6.5.2 APPLICABILITY/SCOPE.

6.5.2.1 This charter applies to NASA Headquarters, Jet Propulsion Laboratory (as a Federally Funded Research and Development Center), and NASA Centers, including Component Facilities.

6.5.2.2 The scope of the APMC encompasses all programmatic activities and program-related institutional issues conducted by NASA. Governance by the APMC shall be used only in cases where decisions require high degrees of integration, visibility, and approval. Thresholds triggering escalation of issues from the line organization to the APMC, and from the APMC to the EC, are defined in Section 6.7, [Decision Thresholds of NASA's Governing Councils](#). Regardless of organizational position, senior managers are accountable to the Council Chair with respect to topics addressed by that Council.

6.5.3 AUTHORITY.

51 U.S.C. §20113, The National Aeronautics and Space Act, as amended.

6.5.4 GOVERNING COUNCIL AFFILIATION.

Executive Council.

6.5.5 FUNCTIONS.

6.5.5.1 Within the thresholds defined in Section 6.7, specific APMC activities include:

- a. Making recommendations to the EC on decisions with a high reputational, political, or safety risk.
- b. Ensuring that NASA is meeting the commitments specified in the relevant management documents for program/project performance and mission assurance.
- c. Ensuring implementation and compliance with NASA program and project management processes and requirements.
- d. Approving programs/projects entry into subsequent life-cycle phases.
- e. Reviewing programs routinely, including institutional ability to support program/project commitments.
- f. Approving Program Commitment Agreements.
- g. Reviewing special and out-of-cycle assessments.
- h. Approving mission directorate portfolios and the integrated Agency portfolio and the associated risk.

6.5.5.2 The NASA Associate Administrator serves as the chair and holds the ultimate decision-making authority for the APMC.

6.5.5.3 Due to the highly integrated nature of Agency missions and mission support, it is occasionally beneficial and necessary to have the APMC and MSC Chairs jointly convene to address topics relevant to both councils. If the Chairs cannot reach joint resolution on decision items, the item will be elevated to the EC for a decision.

6.5.5.4 The APMC Chair may create sub-councils or boards as necessary to conduct the business of the council. These organizations will convene, deliberate, report, and disband under direction provided by the APMC Chair

6.5.5.5 The NASA Chief of Staff, in consultation with the EC, appoints the Director, Office of Agency Council Staff (OACS) to manage the activities of the NASA Governing Councils. Subject to the approval of the APMC Chair, the Director appoints an APMC Executive to manage the activities of the APMC. The APMC Executive ensures presentations are properly prepared and presented to facilitate Council discussion and decision making. Additionally, the APMC Executive assists the Chair with advance preparation activities, coordinates meeting agendas, distributes meeting summaries, and ensures that information required for APMC deliberations is distributed to the members on a timely basis. The APMC Executive collaborates with the EC, the Senior Management Council, and the Mission Support Council Executives to ensure agenda topics are sufficiently comprehensive, coordinated and in accordance with the governance process.

6.5.6 MEMBERSHIP.

6.5.6.1 The membership of the APMC shall include the following positions:

- a. Associate Administrator (chair)
- b. Deputy Associate Administrator (alternate chair)
- c. Chief Engineer
- d. Chief, Safety and Mission Assurance
- e. Associate Administrator for Mission Support
- f. Associate Administrator for Aeronautics Research Mission Directorate
- g. Associate Administrator for Human Exploration and Operations Mission Directorate

- h. Associate Administrator for Science Mission Directorate
- i. Associate Administrator for Space Technology Mission Directorate
- j. Center Directors
- k. Chief Financial Officer
- l. Chief Information Officer
- m. General Counsel
- n. Chief Health and Medical Officer
- o. Chief Scientist
- p. Chief Technologist

6.5.6.2 The Associate Administrator may invite non-members to attend the APMC. Invitees are not members but are invited to attend. The Chair may close meetings to invitees at his/her discretion. The following positions are generally invited to attend the APMC:

- a. Administrator
- b. Deputy Administrator
- c. Chief of Staff
- d. Associate Deputy Administrator
- e. Associate Administrator for Strategy and Plans
- f. White House Liaison
- g. Associate Administrator for Communications
- h. Associate Administrator for Legislative and Intergovernmental Affairs
- i. Associate Administrator for Small Business Programs
- j. Assistant Administrator for Human Capital Management
- k. Assistant Administrator for Strategic Infrastructure
- l. Assistant Administrator for Procurement
- m. Director, Strategic Investments Division (Office of the Chief Financial Officer)
- n. Director, NASA Management Office
- o. Management-Labor Forum representative

6.5.7 MEETINGS.

The APMC meets approximately monthly for regular sessions and as necessary for emergent, time-critical matters. The APMC Executive will publish the actions and decisions of each meeting, separate from the Council summary.

6.5.8 DURATION.

The APMC will remain in existence indefinitely.

6.5.9 RECORDS.

The APMC Executive is responsible for the maintenance of all records associated with the APMC, including this charter.

6.6 Senior Management Council.

6.6.1 PURPOSE. The Senior Management Council (SMC) serves as the Agency's senior advisory and information sharing body to the Administrator.

6.6.2 APPLICABILITY/SCOPE.

6.6.2.1 This charter applies to NASA Headquarters, Jet Propulsion Laboratory (as a Federally Funded Research and Development Center), and NASA Centers, including Component Facilities.

6.6.2.2 The scope of the SMC encompasses all activities conducted by NASA. Governance by the council shall be used when desired by the EC.

6.6.3 AUTHORITY.

42 U.S.C. 2473(c) (1), Section 203(c) (1) of The National Aeronautics and Space Act of 1958, as amended.

6.6.4 GOVERNING COUNCIL AFFILIATION.

Executive Council.

6.6.5 FUNCTIONS.

6.6.5.1 The SMC meets at the discretion of the Administrator. Specific SMC activities may include, but are not limited to:

- a. Information sharing and discussion across NASA leadership regarding NASA's strategic direction, goals, architecture, and policies.
- b. Information sharing and discussion regarding Agency governance decisions, strategic plan, mission and initiative development, and budget priorities.
- c. Serving as the senior advisory leadership forum for extended EC meetings.

6.6.5.2 The NASA Administrator serves as the chair and holds the ultimate decision-making authority for the SMC. The Director, Office of Agency Council Staff (OACS), working with the Chief of Staff, provides functional support for the SMC and facilitates the assessment, analysis, and preparation for decision making of all matters considered by the SMC.

6.6.6 MEMBERSHIP.

6.6.6.1 The membership of the SMC shall include the following positions:

- a. Administrator (Chair)
- b. Deputy Administrator
- c. Associate Administrator
- d. Deputy Associate Administrator
- e. Chief of Staff
- f. Associate Deputy Administrator
- g. Associate Administrator for Strategy and Plans
- h. White House Liaison
- i. Chief Financial Officer
- j. Chief Information Officer
- k. Chief Engineer
- l. Chief Health and Medical Officer
- m. Chief, Safety and Mission Assurance
- n. Chief Scientist
- o. Chief Technologist
- p. General Counsel
- q. Associate Administrator for Communications
- r. Associate Administrator for Diversity and Equal Opportunity
- s. Associate Administrator for Education
- t. Associate Administrator for International and Interagency Relations.
- u. Associate Administrator for Legislative and Intergovernmental Affairs
- v. Associate Administrator for Small Business Programs
- w. Associate Administrator for Aeronautics Research Mission Directorate

- x. Associate Administrator for Human Exploration and Operations Mission Directorate
- y. Associate Administrator for Science Mission Directorate
- z. Associate Administrator for Space Technology Mission Directorate
- aa. Associate Administrator for Mission Support
- bb. Assistant Administrator for Human Capital Management
- cc. Assistant Administrator for Procurement
- dd. Associate Administrator for Protective Services
- ee. Assistant Administrator for Strategic Infrastructure
- ff. Executive Director, Headquarters Operations
- gg. Executive Director, NASA Shared Services Center
- hh. Director, NASA Management Office
- ii. Center Directors
- jj. Management - Labor Forum representative (as invited).

6.6.6.2 The Administrator may appoint special members to the SMC.

6.6.6.3 The Director, Office of Agency Council Staff (OACS), serves as the SMC Executive to facilitate the activities of the SMC, coordinates meeting agendas, distributes minutes, and ensures that information required for SMC deliberations is distributed to the members on a timely basis.

6.6.7 MEETINGS.

The SMC meets quarterly for regular sessions and as necessary for emergent, time-critical matters.

6.6.8 DURATION.

The SMC will remain in existence indefinitely.

6.6.9 RECORDS.

The Director, OACS as the SMC Executive is responsible for the maintenance of all records associated with the SMC, including this charter.

6.7 Decision Thresholds of NASA's Governing Councils

6.7.1 Thresholds have been established to determine which Agency issues are presented to the different Agency-level governing councils. The current [Decision Thresholds](#) document is provided as a hyperlink to eliminate the need to update the directive when Agency decisions are made to modify the thresholds.

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